Great Start Readiness Program

Primary Documentation for Monitoring

ISD Name:

Due Date:

Requested data should be printed and sent to the assigned GSRP consultant at: Consultant's Name, 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.

Documentation	ISD Document	Subrecipient	Specified Subrecipients
Parent handbook	If directly operated	Yes	
ISD-level written policies and procedures 1. Assurances 2. Child Recruitment 3. Closure Procedures 4. Communication 5. Community Needs Assessment 6. Community Partnerships 7. Monitoring Subrecipients 8. Parent Advisory Committee 9. Philosophy 10. Professional Development 11. Program Evaluation 12. Record Keeping 13. School Readiness Advisory Committee 14. Sliding Fee Scale 15. Slot Distribution	Yes	No	
School readiness advisory committee membership list.	Yes	No	
Minutes from the specified time range from the school readiness advisory committee.	Yes	No	List time range.

Written records of ISD monitoring such as monitoring schedules, notification of monitoring results, subrecipient compliance plans	Yes	Yes
Written agreements with subrecipients	Yes	No
Most recent data analysis team minutes to reflect ISD-wide data aggregation	Yes	No
Most recent data analysis team minutes to reflect subrecipient-level data aggregation	No	Yes
Subrecipient or site level goals generated by data analysis team	No	Yes
Current year signed and dated recruitment and enrollment agreement(s) with Head Start grantee(s)	Yes	No
Form: referral between GSRP and Head Start	Yes	No
Proof of lead teacher credential verification	Yes	No
Proof of associate teacher credential verification	Yes	No
Food program contracts with provider of food	If directly operated	Yes
Food program approval, reviews/audits	If directly operated	Yes
Subrecipient-level policy/procedures for developmental screening and ongoing child assessment	If directly operated	Yes
GSQ star-rating list (checked at least annually)	Yes	Yes
Child application	If directly operated	Yes
Documentation of ECS meetings, PD, Professional Learning Communities (PLC), etc.	Yes	No